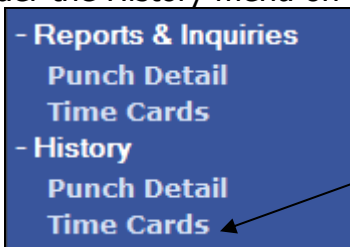## *Printing a Timecard Report*

1. Under the History menu on the Navigation Pane, select Time Cards.

> **Result:** The *Time Cards* screen will display.

2. Enter the applicable **From** and **To** date(s) for the pay period you need to run the report on. Dates need to be in the format of MMDDYR with no backslashes.

3. Type in the Employee Number (or) click on the magnifying glass to select the employee from the list.
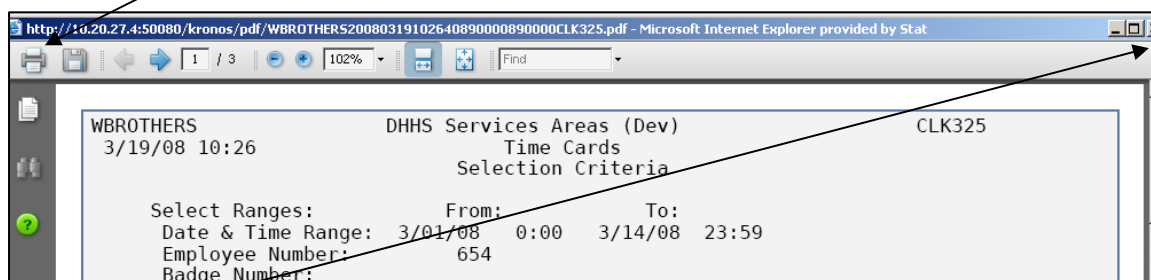
4. Select **Run**.

> **Result:** The *Report Run Status* screen will display with the time card in Submitted status.

5. Select the **Refresh** button until the status reads Completed.

Report Run Status		DHHS Services Areas (Dev)			?
Cancel	Select	Delete	Refresh	Next	
Report Name			**Status**	**Date/Time Created**	
Time Cards			Submitted	6/10/08 - 15:28	

6. Double-click on the report to open the PDF file.

7. Select the **Print** icon to print the Time Card report.


```
http://10.20.27.4:50080/kronos/pdf/WBROTHERS200803191026408900000890000CLK325.pdf - Microsoft Internet Explorer provided by Stat

       1 / 3        102%        Find

   WBROTHERS              DHHS Services Areas (Dev)              CLK325
    3/19/08 10:26                  Time Cards
                              Selection Criteria

       Select Ranges:          From:         To:
       Date & Time Range:  3/01/08   0:00   3/14/08  23:59
       Employee Number:         654
       Badge Number:
```

8. Select **X** (Close) from the control box to return to the Report Run Status screen.

9. Select **Cancel** to return to the *Hours Summary* screen.

Reports Queue

Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

1. From the *Hours Summary* screen select **Reports**.

Result: The *Report Run Status* screen will display.

2. Double-click on the completed report you wish to view or print

Result: The report will display as a PDF file.

3. If you want to print the report, select the **Print** icon.